

STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
HONOLULU, HAWAII

Legal Ad Date: October 12, 2004

**REQUEST FOR PROPOSALS  
NO. PSD 05-CPS/SA-04**

**SUBSTANCE ABUSE  
TREATMENT CONTINUUM**

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

October 12, 2004

## **REQUEST FOR PROPOSALS**

### **SUBSTANCE ABUSE TREATMENT CONTINUUM RFP No. PSD 05-CPS/SA-04**

The Department of Public Safety, Corrections Program Services Division, is requesting proposals from qualified applicants to provide comprehensive continuum of substance abuse treatment services for sentenced felons on the island of Hawaii, Oahu, Maui and Kauai. The contract term will be from July 1, 2005 through June 30, 2007. A single contract will be awarded under this request for proposals.

The Service Provider shall provide assessment services and treatment planning, educational and treatment services, individual counseling and family education, continuing care, aftercare and booster sessions for completed Level II participants. The Department will make referrals based on the LSI/ASUS, a multi-leveled assessment that will indicate level of risk, criminality needs and substance abuse problems.

Proposals shall be mailed and postmarked by the United State Postal Service on or before January 14, 2005, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on January 14, 2005, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Corrections Program Services Division will conduct an orientation on November 3, 2004 from 10:00 a.m. to 11:00 a.m., HST, at 919 Ala Moana Boulevard, Room 404, Honolulu, Hawaii 96814. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. HST on November 30, 2004. All written questions will receive a written response from the State on or about December 17, 2004.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Terri Ohta at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, telephone: (808) 587-1236, fax: (808) 587-1244.

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

<b>ONE ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL ARE REQUIRED</b>
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**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)  
NO LATER THAN  
January 14, 2005**

**All Mail-ins**

Department of Public Safety  
Planning, Programming and Budget Office  
919 Ala Moana Blvd., Room 413  
Honolulu, Hawaii 96814

**PSD RFP COORDINATOR**

Ms. Terri Ohta  
For further info. Or inquiries  
Phone: 587-1236  
Fax: 587-1244

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:30 P.M., Hawaii  
Standard Time (HST) January 14, 2005.**

**Drop-off Sites**

**Oahu:**

Department of Public Safety  
Planning, Programming and Budget Office  
919 Ala Moana Blvd., Room 413  
Honolulu, Hawaii 96814

**BE ADVISED:** All mail-ins postmarked by USPS after **January 14, 2005**, will be rejected.  
Hand deliveries will **not** be accepted after **4:30 p.m., HST, January 14, 2005**.  
Deliveries by private mail services such as FEDEX shall be considered hand  
deliveries and will not be accepted if received after **4:30 p.m., HST,**  
**January 14, 2005.**

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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

### **I. Authority**

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

### **II. RFP Organization**

This RFP is organized into five sections:

***Section 1, Administrative Overview***--Provides applicants with an overview of the procurement process.

***Section 2, Service Specifications***--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

***Section 3, Proposal Application Instructions***--Describes the required format and content for the proposal application.

***Section 4, Proposal Evaluation***--Describes how proposals will be evaluated by the state-purchasing agency.

***Section 5, Attachments*** --Provides applicants with information and forms necessary to complete the application.

### III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Corrections Program Services Division	
Department of Public Safety, State of Hawaii	
919 Ala Moana Blvd., Room 405	
Honolulu, Hawaii 96814	
Attention: Miles Murakami	
Phone: (808) 587-1266	Fax: (808) 587-1280

### IV. Procurement Timetable

**Note that the procurement timetable represents the State's best-estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

Activity	Scheduled Date
Public notice announcing RFP	October 12, 2004
Distribution of RFP	October 12, 2004 to January 14, 2005
RFP orientation session	November 3, 2004
Closing date for submission of written questions for written responses	November 30, 2004
State purchasing agency's response to applicants' written questions	December 17, 2004
Discussions with applicant prior to proposal submittal deadline (optional)	January 10, 2005
Proposal submittal deadline	January 14, 2005
Discussions with applicant after proposal submittal deadline (optional)	January 31, 2005
Final revised proposals (optional)	February 4, 2005
Proposal evaluation period	February 14-25, 2005
Provider selection	March 14, 2005
Notice of statement of findings and decision	April 4, 2005
Contract start date	July 1, 2005

### V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date:** November 3, 2004 **Time:** 10:00 a.m. to 11:00 a.m.

**Location:** 919 Ala Moana Blvd., Room 404, Honolulu, Hawaii 96814

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral



questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

## VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state-purchasing agency.

Deadline for submission of written questions:

**Date:** November 30, 2004 **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

**Date:** December 17, 2004

## VII. Submission of Proposals

**A. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state-purchasing agency.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
- 5. Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the

State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.

- 6. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at [www.hawaii.gov/tax/tax.html](http://www.hawaii.gov/tax/tax.html).

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet.
- Faxed proposals and/or submission of proposals on diskette/cd or transmission by e-mail are not permitted.
- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000; the provider shall certify that it

complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: [http://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0103/HRS\\_0103-0055.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm)

- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

**Note that price is not considered confidential and will not be withheld.**

## **VIII. Discussions with Applicants**

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

## **IX. Opening of Proposals**

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state-purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **X. Additional Materials and Documentation**

Upon request from the state-purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state-purchasing agency in its evaluation of the proposals.

## **XI. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

## **XII. Final Revised Proposals**

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

## **XIII. Cancellation of Request for Proposal**

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

## **XIV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

## **XV. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

## **XVI. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and

conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

## **XVII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XVIII. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and

- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state-purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: John F. Peyton, Jr.	Name: Terri Ohta
Title: Director	Title: Administrative Service Officer
Mailing Address: 919 Ala Moana Blvd. Room 400, Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Blvd. Room 413, Honolulu, Hawaii 96814
Business Address: Same	Business Address: Same

## **XIX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

## **XX. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

## **XXI. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state-purchasing agency, as deemed necessary.

## **XXII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

# **Section 2**

## **Service Specifications**



## **Section 2**

### **Service Specifications**

#### **I. Introduction**

##### **A. Overview, purpose or need**

The Department of Public Safety believes that most inmates will not be able to succeed in the community after release without effective treatment. Therefore, the appropriate level of programming helps to protect the public safety by reducing recidivism.

There is a need to provide a continuance of multi-disciplinary rehabilitative and preventive services for inmate offenders whose lives have been adversely affected with chemical dependency/substance abuse and criminality. This service will also assist in providing a smooth re-entry and transition from incarceration into the community through a successful adjustment on probation and parole.

##### **B. Description of the goals of the service**

The goal of all components of the continuum of treatment services is to reduce or eliminate the offender's dependence on drugs and alcohol. The service provider shall develop an individualized treatment plan for each male and female offender and link the offenders with the appropriate treatment services in the facility and community.

##### **C. Description of the target population to be served**

The target population consists of both male and female sentenced felons who have been identified as needing an appropriate level of substance abuse treatment services. These target groups of inmates are those who are nearing the end of their commitment time frame, so that treatment can be provided prior to release and during their transition into the community.

##### **D. Geographic coverage of service**

Substance abuse treatment continuum services shall be provided on Oahu, Hawaii, Kauai and Maui.

**E. Probable funding amounts, source, and period of availability**

Funding available for services under this RFP is approximately \$302,790 for fiscal year 2006 and \$302,790 for fiscal year 2007. The Department estimates that \$42,790 of the \$302,790 will be used to provide service to offenders on the neighbor-islands.

**II. General Requirements**

**A. Specific qualifications or requirements, including but not limited to licensure or accreditation.**

1. Service provider must be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.
2. If a non-profit corporation, service provider must have a governing board whose members have no material conflict or interest and serve without compensation.
3. Service provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service provider must have a minimum of one year of successful experience in dealing with inmates and their families.
5. Service provider will be required to accept correctional clients who have been assessed by the Department as being appropriate for services, unless the service provider presents to the Department, justifiable reason that an inmate should not be accepted into the program. The Provider shall provide only those treatment services identified by the Department as required for the inmate. The Department shall have the final decision as to whether an inmate will continue to receive treatment services or be terminated from receiving treatment services.
6. To those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

- a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
- b. The qualifications and experience of the organization in providing services for other related state programs in the past.
- c. Description of the activities performed to date and accompanying statistical data.

**B. Secondary purchaser participation**  
(Refer to §3-143-608, HAR)

There are no planned secondary purchasers; however, after-the-facts secondary purchases will be allowed.

**C. Multiple or alternate proposals**  
(Refer to §3-143-605, HAR)

Allowed ☐ Unallowed ☒

**D. Single or multiple contracts to be awarded**  
(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

**E. Single or multi-term contracts to be awarded**  
(Refer to §3-149-302, HAR)

☒ Single term ( $\leq 2$  yrs.) ☐ Multi-term ( $> 2$  yrs.)

Award shall be for the twelve (12) month period commencing on the date indicated on the Notice to Proceed. Refer to Section 2, Item I.F. The contract may be extended for one (1) additional twelve-month period or fraction thereof, upon mutual agreement in writing, and subject to the availability of funds.

**F. RFP Contact Person**

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact

person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Ms. Terri Ohta  
Planning, Programming and Budget Office  
Department of Public Safety  
919 Ala Moana Blvd., Room 413  
Honolulu, Hawaii 96814  
Phone (808) 587-1236 Fax (808) 587-1244

### **III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

#### **A. Service Activities (Minimum and/or mandatory tasks and responsibilities)**

This RFP contains the specific components of treatment services envisioned by the Department of Public Safety. Treatment program components shall include:

##### **1. Assessment services and treatment planning**

Individuals will be referred for treatment based on the LSI/ASUS, a multi-leveled assessment which will indicate level of risk, level of criminogenic needs, and substance abuse problems across 6 domains, involvement, disruption, anti-social, emotional, defensiveness and motivation. Provider's assessment will focus on specific strengths, problem areas targeted for change and strategies for change. As part of the assessment process, the provider shall review the offender's institutional file for any additional information that may contribute to formation of the treatment plan. Information gathered in the assessment will be used to develop a treatment plan. Assessments shall be conducted within thirty days (30) of referral. Client contact time for the assessment shall not exceed one hour (1), and institutional file review shall also not exceed one hour (1), for a total of two hours (2) to conduct the entire assessment.

Treatment plans will conform to community standards. Treatment plan shall include treatment services (group, individual, and family education), projected time in treatment, short and long-range goals, and should measure an offender's progress in treatment. The client will agree to the treatment plan, which becomes part of the treatment record. The service provider will develop treatment

phases that reflect measurable and observable changes in the clients' attitudes and behaviors. The treatment plans shall coincide with the treatment phases and document client behavioral and attitudinal changes.

Provider shall endeavor to accept into treatment those individuals who are nearing their parole hearings so that the individual can be paroled shortly after completing treatment. It should be noted that offender should be accepted into treatment at a maximum of 24 months prior to his tentative parole date so that he may complete all components of the continuum of care for his or her treatment. (This is to include primary treatment, continuing care, and aftercare.)

## **2. Education and Treatment services**

Service provider shall develop an open-ended treatment program, which includes both educational services (i.e., criminogenic issues, cognitive restructuring, skill building, family issues, co-dependency issues, and substance abuse/addiction issues) and group counseling services. Program shall be tailored to deal with needs identified in the LSI/ASUS and clients' assessment and treatment plan.

Provider shall develop a behavioral-cognitive curriculum that addresses the interaction of criminal thinking and drug abuse using a group treatment format. The curriculum shall offer a method that allows participants to explore and correct their thinking errors, learn new coping behaviors, and rehearse and practice these new behaviors and attitudes for optimal skill development. The provider shall offer a relapse prevention component to the treatment program that includes education, and rehearsal and practice of relapse prevention skills. (*Note: available curriculums to consider are Criminal Conduct and Substance Abuse Treatment, by Kenneth W. Wanberg, Ph.D. and Harvey B. Milkman, Ph.D., © 1998; Differential Substance Abuse Treatment System (DSAT), by the Maine Office of Substance Abuse, © 1999; Substance Abuse Treatment Programs, by Federal Bureau of Prisons, National Institute of Corrections, © 1989; Aggression Replacement Therapy, by Barry Glick, Ph.D., © 1996; Choices, Changes, and Challenges, by Pacific Educational Services; Thinking for a Change, by Federal Bureau of Prisons, National Institute of Corrections, © 1997; Moving On Curriculum: A Program for Criminal Justice Involved Women, By Marilyn Van Dieten, Ph.D.*

*and Patti MacKenna., M.A.) Another resource to utilize to find a cognitive-behavioral program that addresses both criminal conduct and substance abuse is the Cognitive-Behavioral Programs: A Resource Guide to Existing Services, by Marilyn Van Dieten, Ph.D. for the Federal Bureau of Prisons, National Institute of Corrections (TA#97-S9003).*

Class time shall be structured as below:

- 25% of time shall be spent in teaching the lessons.
- 25% of time shall be spent in review of the lessons.
- 50% of time shall be spent in practice and rehearsal of new skills learned from the lessons.

Provider shall provide at least sixteen (16) open-ended education and treatment groups that operate on an on-going basis throughout the year at various correctional facilities statewide. The education and treatment groups shall be designed to be “open-ended” in order for inmates to begin treatment according to their individual availability and eligibility without having to wait for a new group to begin. It is recommended that each offender attend a minimum of two group sessions per week, approximately two (2) hours per session for a minimum of sixteen (16) weeks, thus allowing the offender to receive a total of sixty-four (64) hours of structured group education and treatment before completion of treatment. In some cases, individuals may need to have more than the recommended sixteen (16) weeks of treatment based on their personal progress in treatment.

Depending on offender availability and the size of the meeting/classroom space, the basic format for the groups is as follows:

- Weekly education group consisting of one treatment counselor and a maximum of eighteen (18) offenders.
- Weekly process or focus group consisting of one treatment counselor and a maximum of eighteen (18) offenders.
- The structured group education and counseling groups shall be offered either during daytime or evening hours, Monday through Saturday, during hours that do not interfere with other correctional facility priorities.
- The structured group education and counseling groups shall be conducted in the learning center or other available facility spaces.

### **3. Individual Counseling and Family Education**

The provider shall conduct individual counseling session for each participating offender at each phase increment or when necessary as dictated by the counselor or when requested by the offender. The recommended session length should be approximately fifteen (15) minutes. Some individuals may require additional assistance to learn treatment materials, to accept the need to change, or to overcome their specific barriers to change. The individual counseling sessions may be provided to deal with issues not appropriate for the group setting.

The provider shall conduct family education sessions at the provider's facility for family members of offenders. The purpose of this education is to offer information to the family member as to what he/she/they may need to know in order to adjust to the offender's return home and into the community. Another purpose for the family education group is to provide an interim support system for the families of offenders who are returning into the community. The family education sessions should consist of, but are not limited to the following: relapse prevention, family support groups, co-dependency (Enabling in particular), family dynamics, criminal conduct in the family, domestic violence, etc. The provider shall determine how the family education program will be integrated into the continuum of treatment, the number and type of education sessions. (Some programs provide four (4) weekly sessions that are open-ended and are about one (1) hour in length.) Additionally, should the provider determine the family needs more than education, and then the provider should refer the family to an appropriate family therapist.

### **4. Continuing Care**

Providers shall develop a continuing care component for offenders who successfully complete primary treatment, including those discharged from other levels of treatment (i.e., Level-III). Continuing Care shall be provided for the purpose of reinforcing and maintaining recovery from the time of completion of treatment to the time when the offender transfers to either parole status or to a community level facility. (It is well documented in the corrections treatment research, and has been observed in our own population, that inmates who complete treatment, and who return to the general population without any continuing support, lose the

effects of treatment, and regress back to criminal attitudes and behaviors.)

The continuing care component of treatment shall encompass the aspects of relapse prevention, criminal conduct behaviors and attitudes, and prevention of recidivism. Additionally, other topics related to recovery should be added to the repertoire of curriculum topics, such as recovery support systems, job skill development, assertiveness vs. aggression, transportation issues, etc. It should also be noted that the offender shall comply with all recommendations that are on his discharge summary from his primary treatment. An offender's length of stay in the continuing care program is dependent upon his personal ability and demonstration of maintaining responsible behavior and the counselors' observations and discretion. The continuing care component may also include process group and individual counseling.

The continuing care component shall be conducted once a week for one and half (1½) hours. The group size shall be no larger than twenty (20) offenders participating in the group. Should there be more than 20 candidates per facility, the provider may conduct more than one group at a time to insure all offenders receive the continuing care program. The continuing care component should be no less than ten (10) weeks and no more than thirty (30) weeks.

## **5. Aftercare**

Aftercare shall be made available for all of the community-based correctional facilities within the State of Hawaii, excluding those offenders participating in any of the transitional programs such as Project BRIDGE, BISAC, or TJ Mahoney. The aftercare component is to continue supporting the offender while incarcerated and in a community status, and it is designed to assist the client with his daily application and daily demonstration of his or her life skills that were learned in primary care treatment. The objective of this level of care is the attainment of a clinical discharge.

The aftercare component should contain a range of services. The minimum of which should be monitoring the offender to having the offender attending groups and classes, which reinforce the information learned in the primary care and continuing care components. The aftercare groups shall meet once a week for



approximately one and half (1½) hours. The offender must follow all recommendations that are on his discharge summary from continuing care.

#### **6. Booster Sessions for Completed Level-II Participants**

Booster sessions should be made available for clients to return for treatment that needs to re-address problem areas. These sessions would be extremely limited and would be used only for those offenders who have regressed but still demonstrate potential for recovery. The booster sessions should be used as a refresher for the offender who completed treatment and has somewhat digressed in his performance since completing treatment. This should not be used for the offenders who have relapsed into active substance use and abuse. Active use and abuse of substances would warrant a re-evaluation of the offender with a high probability of being recommended to Level-III treatment. Additionally, these sessions would not be used for the client who re-commits another crime while on furlough or extended furlough. Again, this offender would be re-evaluated and would again probably be recommended for Level-III treatment. Booster sessions are designed to be used for the offender who may have committed minor or moderate misconducts, demonstrates consistent poor decisions, demonstrates consistent and constant thinking errors, poor emotional control, or re-establishes himself as being resistant to the facility rules and staff authority. Please note these sessions are not meant to have an offender redo an entire episode of treatment again, it is merely to assist him or her in getting back on track with both substance abuse recovery and criminality recovery.

#### **B. Management Requirements (Minimum and/or mandatory requirements)**

##### **1) Personnel**

The service provider and/or sub-provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to Chapter 706, including a probationer serving a term of imprisonment pursuant to Section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to Section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the service provider and any subcontractor

shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.

Due to the offenders under this contract being under the jurisdiction of the Department of Public Safety, the Service Provider shall employ staff that is suitable to deal with these offenders. The service provider or sub-provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department will review and agree to the employment of service provider's staff and sub-providers in writing. The Department of Public Safety shall agree any changes to staff and/or sub-providers in writing.

## **2) Administrative**

1. Service provider shall operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
2. Service provider are required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.
3. Service provider must comply with all codes and ordinances as required by the State of Hawaii and the City and County of Honolulu.
4. Service provider must be able to supervise, train and provide administrative direction relative to the delivery of services.
5. Service provider must maintain and show proof of a liability insurance policy of at least one million dollars.
6. The service provider and/or sub-provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Department of Public Safety (PSD).

### 3) **Quality assurance and evaluation specifications**

The Department's Corrections Program Service Division Administrator will monitor the service provider's compliance with the service specification mandates and evaluate the services performed. The Corrections Program Service Division Administrator, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the service specifications. Prior to such suspension of the contract by the Administrator, the service provider shall be allowed to make every effort to correct any perceived discrepancies and shall be given reasonable time to do so. The Corrections Program Service Division Administrator shall determine reasonable time.

### 4) **Output and performance/outcome measurements**

Service provider shall provide a detailed description of its outcome evaluation and measures of effectiveness and should include, but not limited to:

- Total number of inmates treating.
- Number of inmates referred to each service component (e.g., assessments, educational and treatment services, individual counseling and family education, continuing care, aftercare and booster services.)
- Number of inmates admitted to each service component.
- Number of inmates successfully completed each service component.
- Number of inmates dropped out of each service component.
- Number of inmates terminated from each service component due to positive urinalysis, new arrest/conviction, escape, misconducts, etc.
- Total number of drug tests (positive and negative.)
- Of the inmates who have completed the service component, what percentage of inmates remained drug-free.
- Of the inmates who have completed the service component, what percentage of inmates remained arrest-free. Conviction-free.
- Number of inmates paroled upon clinical discharge.

Long term measures of success include recidivism rates and adjustment in the community. However, service providers will not be evaluated on measures that occur outside of the contract period.

## 5) **Experience**

The Service Provider shall provide a detailed description of its qualifications, experience, and track record in providing social services to the community in general and offender populations specifically. This section shall include:

- a. Resumes of the Service Provider's executive staff;
- b. List of experience as a service provider providing services to offenders.
- c. List of prior contracts with the public sector in providing services and discussions of any problems or difficulties encountered in prior contracts;
- d. Success service provider has had in recruiting and retaining quality staff; and
- e. Service Provider's current financial statement and any financial audits completed in the last three years.

## 6) **Reporting requirements for program and fiscal data**

On the first working day of each month, the service provider will be required to fax to the Substance Abuse Services Officer the monthly list of inmates they are treating by facility for drug testing purposes in accordance with the Department's policy and procedure COR.08.10.

Service provider will be required to submit:

- a) Program reports filed separately from billings and marked "confidential" and forwarded to the Substance Abuse Services Office.
- b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
  - The date and time of each treatment service, whether completed or interrupted.
  - A roster of residents who attended each session.
  - For absent resident, whether they were excused or unexcused.
  - A signed copy of the Attendance Sheet by provider as to accuracy and authenticity.

- c) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month.
- d) Quarterly line item expenditure reports, in a format to be approved by the Department, no later than 30 days after the close of each fiscal quarter.
- e) Report of any knowledge of criminal activity by an inmate, whether potential or actual, to the Department in accordance with agreed upon procedures.

**7) Pricing Structure or pricing methodology to be used**

Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

**8) Units of service and unit rate**

Proposals must include a description of how this component will be integrated into the continuum of treatment services and a description of the community resources, which an inmate will be linked. Proposals must include the unit cost for assessments and treatment planning, educational and treatment services, individual and family education, continuing care, aftercare services and booster sessions for completed Level II participants. Proposal must include the unit cost per hour, per inmate, per group for each component as applicable and as well as the estimated number of units to be provided.

**9) Facilities**

The Service Provider shall provide a description of the facility(s) and site:

- Address
- Description of common area
- ADA compliance
- Health and Safety issues in compliance with ACA standards
- Facility in compliance with the Department's Policies and Procedures
- Where applicable, zoning approvals to operate program.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state-purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

## **I. Program Overview**

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

## **II. Experience and Capability**

### **A. Necessary Skills**

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

### **B. Experience**

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency providing substance abuse services;
2. List of experience as an agency providing services to offenders and their families.
3. List of contracts performed for the Department of Public Safety;
4. List of other prior contracts with the public sector in providing services in general for male and female offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
5. Success applicant has had in recruiting and retaining quality staff; and
6. Applicant's current financial statement and any financial audits completed in the last three (3) years.

For those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

1. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new service, etc.)
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying statistical data.

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.



**D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

**E. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

**III. Project Organization and Staffing****A. Staffing****1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

**2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

**B. Project Organization****1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

**2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

## IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Applicant shall include a complete description of services and activities proposed to provide a comprehensive program for sentenced felons. This section shall include, at a minimum, the following:

1. Program philosophy;
2. Program components;
3. Description of case management services, including record-keeping and report writing methods;
4. Description of how individual counseling will be integrated with family education;
5. Description of how basic services will be provided;
6. Types of intervention that will be used;
7. Frequency and duration of the treatment intervention for each;
8. Maximum number of inmates that will be allowed in each component of treatment;
9. Admission criteria;
10. Discharge criteria for both successful completion and unsuccessful completion;
11. Procedure for readmission of inmates into the program when they have been terminated;
12. Estimated number of units for each service component.

The Provider should identify the estimated units of service components and the distribution of services in an equitable fashion and not saturated only the Level II portion of treatment. The following breakdown is being recommended:

- |   |        |
|---|--------|
| 1. Assessments and Treatment Planning Total Units       | 10-15% |
| 2. Treatment Services (Education and Group) Total Units | 40-50% |
| 3. Individual & Family Education Total Units            | 15-20% |
| 4. Continuing Care Total Units                          | 15-20% |
| 5. Aftercare Services Total Units                       | 15%    |
| 6. Booster Sessions for Completed Offenders Total Units | 5%     |

## V. Financial

### A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state-purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing shall be based on unit of service pricing structure. Proposals shall also include the unit of cost for each component as well as estimated number of units to be provided. The pricing shall include all taxes, shall be all inclusive cost to the State, and no other charges will be honored.

### **Units of Services and Unit rate**

Unit cost for Assessment and Treatment Planning  
 Unit cost for Education and Treatment Services  
 Unit cost for Individual and Family Education  
 Unit cost for Continuing Care  
 Unit cost for Aftercare  
 Unit cost for Booster Sessions for Completed Level II Participants.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205, Budget  
 SPO-H-205A, Organization-Wide Budget by Source of Funds  
 SPO-H-206A, Budget Justification – Personnel – Salaries and Wages  
 SPO-H-206B, Budget Justification – Personnel – Payroll Taxes, Assessments and Fringe Benefits  
 SPO-H-206F, Budget Justification – Contractual Services – Subcontracts

## **B. Other Financial Related Materials**

### **1. Accounting System**

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicant's current financial statement and any financial audits completed in the last three (3) years.

## **VI. Other**

### **A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

# **Section 4**

## **Proposal Evaluation**

# Section 4

## Proposal Evaluation

**I. Introduction**

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

**II. Evaluation Process**

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

**Evaluation Categories and Thresholds**

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	<b>100 Points</b>
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points
<b>TOTAL POSSIBLE POINTS</b>	<b>100 Points</b>

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Certificate of Liability Insurance

##### 2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### B. Phase 2 - Evaluation of Proposal Application (100 Points)

**Program Overview:** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

##### 1. Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

##### A. Necessary Skills

4 pts

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

\_\_\_\_\_  
\_\_\_\_\_

##### B. Experience

4 pts

- Three (3) years of experience of providing services to the criminal justice offenders.

\_\_\_\_\_  
\_\_\_\_\_

- |   |                     |
|---|---------------------|
| <b>C. Quality Assurance and Evaluation</b>  | <u><b>4 pts</b></u> |
| <ul style="list-style-type: none"> <li>Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.</li> </ul> | <hr/> <hr/>         |
| <b>D. Coordination of Services</b>  | <u><b>4 pts</b></u> |
| <ul style="list-style-type: none"> <li>Demonstrated capability to coordinate services with other agencies and resources in the community.</li> </ul>      | <hr/> <hr/>         |
| <b>E. Facilities</b>  | <u><b>4 pts</b></u> |
| <ul style="list-style-type: none"> <li>Adequacy of facilities relative to the proposed services.</li> </ul>   | <hr/> <hr/>         |

**2. Project Organization and Staffing (15 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- |  |                     |
|--|---------------------|
| <b>A. Staffing</b>   | <u><b>8 pts</b></u> |
| <ul style="list-style-type: none"> <li><u>Proposed Staffing</u>: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.</li> </ul>        | <u><b>4 pts</b></u> |
| <ul style="list-style-type: none"> <li><u>Staff Qualifications</u>: Minimum qualifications (including experience) for staff assigned to the program.</li> </ul>  | <u><b>4 pts</b></u> |
| <b>B. Project Organization</b>   | <u><b>7 pts</b></u> |
| <ul style="list-style-type: none"> <li><b>Supervision and Training</b>: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.</li> </ul> | <u><b>4 pts</b></u> |
| <ul style="list-style-type: none"> <li><b>Organization Chart</b>: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.</li> </ul>      | <u><b>3 pts</b></u> |

**3. Service Delivery (55 Points)**

The evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities and the realism of the timelines and schedules, as applicable.

• Assessment Services and Treatment Planning	<u>5 pts</u>
• Education and Treatment Services	<u>20 pts</u>
• Individual Counseling and Family Education	<u>10 pts</u>
• Continuing Care	<u>10 pts</u>
• Aftercare	<u>5 pts</u>
• Booster Sessions for Completed Level II Participants	<u>5 pts</u>
	<u>          </u>
	<u>          </u>

**4. Financial (10 Points)**

- Adequacy of accounting system
- Competitiveness and reasonableness of unit of service, as applicable
- Financial stability of the applicant.

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.



# **Section 5**

## **Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents

# Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state-purchasing agency as part of the Proposal Application. \*SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	<b>(Required if not Registered)</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	<b>X</b>	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Certificate of Liability Insurance			<b>With Proposal</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## Proposal Application Table of Contents

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<b>VII.</b>	<b>Attachments</b>	
<b>A.</b>	Cost Proposal SPO-H-205 Proposal Budget SPO-H-206A Budget Justification - Personnel: Salaries & Wages SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits SPO-H-206C Budget Justification - Travel: Interisland SPO-H-206E Budget Justification - Contractual Services – Administrative	
<b>B.</b>	Other Financial Related Materials Financial Audit for fiscal year ended June 30, 1994	
<b>C.</b>	Organization Chart Program Organization-wide	
<b>D.</b>	Performance and Output Measurement Tables Table A Table B Table C	
<b>E.</b>	Program Specific Requirements	